

Washington State E911 Advisory Committee

Public Education Subcommittee/Workgroup

January 17, 2014

Camp Murray, WA

9:30 am – 4:00 pm

Members Attending in Person:

Kay McKellar, Chelan-Douglas Counties, Chair

Deb Homan, Clallam County, Vice-Chair

Aric Cothren, Wahkiakum County

Melody Hirsch, Garfield County

Cathy Field, Mason County

Donna Barnes, WSP

Stacey Garcia, Yakima County

Vicki Thoroughman, Snohomish County

Cindy Stanley, Clark County

Rosanne Garrand, WSEMD

Peg LovellFord, Pierce County

Jennifer Ducummon, Lewis County

State Office in Attendance:

Kim Mask

Guests in Attendance:

Kris Darby, Garfield County

Deb Homan opened the meeting with introductions.

Kay McKellar wanted the group to know that the expectations of the previous chair would not change but to instill better communication.

The minutes from the November meeting were tabled until after the Office Depot presentation.

Office Depot-

Jennifer High and Don Shivers presented the on-line ordering system called the Virtual File Cabinet. They will be updating the list of members as well as addresses. Counties need to make confirm the Ship To address and Bill To addresses are correct. If anyone has questions or comments, they can contact Kim Mask at the state office.

January Meeting Minutes

Cathy Field motioned to approve as written and Aric Cothren seconded. The minutes were approved as written.

The minutes will be posted to SkyDrive after approved by the Chair. An email will be sent to Public Education Coordinators and E911 Coordinators notifying they are available.

Updated Action Items

1. Statewide Campaign

- No update

2. Hosting of a Regional Conference

- Will be added to the next meeting's agenda if time allows. Anyone interested in being on this steering committee should contact Cathy Field.
- Curriculum will need to be developed beforehand to ensure the correct message is being sent.
- Would like to invite California, Oregon, and Idaho 911 Public Educators.

3. Grant Writing Training

- Peg LovellFord motioned to have this removed, Cindy Stanley seconded. The motion was approved to remove this due to this training not focused on the Public Education Coordinators.

4. Virtual File Cabinet

- Training was provided at the meeting with the hopes that everyone is able to log on and use the system.

5. Education on NG911

- Training was provided at the January meeting. This will be removed as it has been completed.

6. TTY Presentation for Manual

- Suggestion to have all acronyms spelled out and explained.
- NENA is trying to use this as a training document
- Waiting for final approval from NENA

7. Diversity Training

- Changed the name to "Cultural Awareness".
- This was broke out according to the different cultures in our state.
 - Tribal – Kay and Kim will research
 - Latino – Kay
- Peg will contact local colleges to inquire about a cultural professor

8. Cell Phone Sally legalities (New)

- Jennifer Ducummon will research the legalities of using it for state use.
- Kay will look into the status of Cell Phone Sally (if it has been discontinued)

9. Find Me 911 (New)

- What is it

Presentation Manual

Kay was contacted by a Public Educator in California inquiring about the use of the Manual. She is in favor of sharing with other states.

The notes on updating the manual are still with Dan Hally. Kay asked him to send these to her electronically. When she receives them, she will forward to Jennifer so the updates can be included.

Call Taker Survey

Kay briefed the Advisory Committee at the January meeting. She let them know what the timelines would be for completion.

The spreadsheet format was finalized and Kim will request to have Ziggy send out the information to all E911 Coordinators to ensure 100% county participation. When this is sent, Kim will forward message to Public Education coordinators so the same message is being shared. The focus of the March meeting will be to tally the results so they can be shared with the Advisory Committee in March. The purpose is to develop future projects, based on the results.

Meeting Dates

The location changes were approved by the subcommittee. The (*) indicate change in location. Kay had a conversation with Ziggy about holding meetings off-site and the importance of Kim attending. Ziggy approved as long as Kim did not have other obligations.

March 14, 2014	Camp Murray	9:30 am – 4:00 pm
May 9, 2014	*Wenatchee	9:30 am – 4:00 pm
July 11, 2014	Camp Murray	9:30 am – 4:00 pm
September 12, 2014	*Vancouver	9:30 am – 4:00 pm
November 14, 2014	Camp Murray	9:30 am – 4:00 pm

Other Business

Website Development

This is part of the Strategic Plan and would like to continue an interest in the development. Once it has been finalized, the subcommittee would like to recommend links be added to be redirected to county pages. This will be discussed at the next meeting, as time allows.

Training Suggestions

APCO has an established committee in which Jean Nealy is the chair. May want to contact her to discuss what options there are for Public Educators.

The next meeting will be on March 14, 2014 at Camp Murray, starting at 9:30 am.

